

Sample Event Name			First Event Day	Sunday, January 01, 2017
January 1, 2017			Est. Attendance	5000
EVENT PLANNER				
Required Item	Received Date	Item Description (permit/contract requirement)	Format Required	Due Dates
APPLICATION				
X		Unified Citywide Special Event Application and Site Plan	Online Application	July 5, 2016
	Check✓	CONTRACT		
X		Event Contract (as required by PARD)	Signed Contract	October 3, 2016
INSURANCE, AND SITE PLAN				
X		Payment of Fees (25% non-refundable deposit due)	Check	December 2, 2016
X		Site Plan (cad-like detailed computer drawing)	Site Plan	December 2, 2016
X		Insurance Certificate - General Commercial Liability Insurance.	Copy of Certificate	December 2, 2016
X		Liquor Liability (public events, and/or events where alcohol is sold)	Copy of Certificate	December 2, 2016
If applicable		Moonwalks/Rockwalls - General commercial liability certificate, COA listed as additional I insured AND be inspected/licensed by the State of Texas. (NO water slides, no trains)	Copy of Certificate	December 2, 2016
If applicable		Fireworks/pyrotechnics (insurance specs per AFD)	Copy of Certificate	December 2, 2016
X		Site Visit with City Staff	On Site Meeting	December 2, 2016
LOGISTICS, OPERATIONS, AND SAFETY				
X		Event Contact List (form)	Parks Form	December 2, 2016
X		Notice Signage (park, closed parking lots, key ingress/egress areas)	Organizer Provided Signage	December 18, 2016
X		EMS Services/Plan	Copy of provider contract or plan.	November 17, 2016
X		Public Safety Plan	Detailed safety operations plan. Covers set up, overnight, and grounds security for event hours. A comprehensive plan that documents licensed peace officers (for alcohol events), t-shirt security, and other security in a unified operations plan.	November 17, 2016
X		Fire Department Inspection - afdspecialevents@austintexas.gov	Pay AFD fees, AFD forms.	November 17, 2016
X		Fire - Emergency Exit Signage. Approx 7' or higher over gates, white background/red letter signage. Must be lit after dark.	Installation of signage by inspection time.	
X		Inclement Weather Plan.	Written plan for notice of participants, public and contractors of cancellations or delays.	December 2, 2016
X		Fencing Contract (mandatory with alcohol)	Contract Copy	December 2, 2016
X		Turf Protection Decking/Material Contract (copy of PARD APPROVED decking, LD panel, or turf protection material contract)	Contract Copy	December 2, 2016
X		Tent contract copy (NO STAKING ALLOWED) Contract must clearly show provision of water barrels in contract.	Contract Copy	December 2, 2016
X		Portable Toilet and Hand Sanitizer Plan Includes number and type, hand sanitizer installations, and daily service from paved surfaces.	Contract Copy	As a starting point, the toilets required = 20
X		Trash and Recycling Contract/Plan – dumpsters, recycling, trash containers, and grounds/area litter control. Must all be documented in contract - including general surrounding area clean up.	Contract Copy	December 2, 2016
X		Litter control plan - documentation of active litter control plan during event hours (may be included if fully noted in your trash/recycling plan)	Contract Copy	December 2, 2016
X		Dumpster Contract	Contract Copy from a Licensed Hauler.	December 2, 2016
na		Water Safety Plan Approval	Plan Copy. Reviewed and approved by Aquatics, AFD, Lake Patrol, and EMS. A template is available.	November 17, 2016
na		EMS Approval		November 17, 2016
na		APD Lake Patrol Approval		November 17, 2016
na		PARKS Aquatics Approval		November 17, 2016
na		City Council Approval of a swimming event (Lady Bird Lake)	City Council Action Item	December 2, 2016
na		Notice to affected waterway concessionaries (Lonestar Riverboat, Tx Rowing Center, Austin Rowing Club, the Rowing Dock)	Copy of advance Notice	December 2, 2016

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TRANSPORTATION, PARKING AND SHUTTLES				
X		Traffic Control Plan Engineered (street closures)	Permit Copy	December 2, 2016
If applicable		Street Closures which close or affect TXDOT right of way required 30 day advance approval by TXDOT policy.	State Sign Off	December 2, 2016
X		Transportation and Parking Plan	Template Form is Available to Complete	
X		Private Parking Garage Approvals and Listing	Approvals organizer has received from private garage owners.	December 2, 2016
If applicable		City Garage Request (form) (Palmer, City Hall, OTC and TLC)	Parks Form	December 2, 2016
		City Hall Approval		
		One Texas Center Approval		
		Palmer Events Center Approval		
X		ADA Parking designated (advertised publicly on website)	Verification of Information Posted Online	December 2, 2016
X		Shuttle Plan and Schedule (if ample public parking is not secured and documented on the transportation form)	Contract Copy. Verification of Information Posted Online.	December 2, 2016
X		Shuttle route maps - color, clearly legible and labeled.	Contract Copy.	December 2, 2016
X		Bike Rack for bicycle parking. City Sponsored events must provide bike rack for 5% of expected attendees.	Contract Copy, Verification of Information Posted Online	December 2, 2016
X		Cap Metro Trip Planner posted on Event Website	Verification of Information Posted Online	December 2, 2016
X		Alternative Transportation Messaging - website presence to discourage neighborhood parking, highlight bike and bus opportunities (suggest posting hike/bike trail maps)	Verification of Information Posted Online	December 2, 2016
na		DMS request submitted by City. (variable message boards)	City of Austin	December 2, 2016
PERMITS			Permits are released AFTER all other contractual items are submitted.	
X		Sound Permit PARD (fees apply)	Limited to 10 am to 10 pm if approved by PARD.	Not released until all other event items are completed.
If applicable		Sound Impact Plan Required if event hosts 7500 or more on any given day. (fees apply)	Copy of Sound Impact Plan.	December 18, 2016
If applicable		Alcohol Permit Review (TABC Application Signature) Fee to PARD (\$30)		December 18, 2016
If applicable		TABC Permit Approval	Copy of FINAL permit from the State (Note: TABC permits are signed after receipt of insurance, fees, and all other contract requirements)	December 18, 2016
If applicable		Grass Permits for Park	Template Form is Available to Complete	December 18, 2016
If applicable		Electrical Permit Required for any direct wire ("pigtail") connections, or wire to wire connections. NOT required for SOLE use of a camlock or edison plug systems.	Copy of Permit	December 18, 2016
If applicable		Electrician's License (valid date)	Copy of License	December 18, 2016
If applicable		Health Permits (Austin Travis County Health Department) TIP! - Organizer should complete the form for all vendors at event and submit at once.	Copy of Permits	December 18, 2016
NONE		Pyrotechnics Permit	Copy of Permits	December 18, 2016
X		Building Permit - structures covering 120 sq. ft or that are used for 10 or more people. REFERENCE BUILDING INSPECTION DOCUMENT	Copy of Permits	December 18, 2016
If applicable		Tree Permit - required for any event impact that is under a tree canopy or in the critical root zone area. Review by PARD Forestry and /or City Arborist.	Copy of Permit	December 18, 2016
If applicable		Designated Smoking Area Application (if desired) If no application received, NO SMOKING at event. Organizer must actively message and enforce regulations.	Application Form, Detailed Site Map. Verification of website information posted.	July 5, 2016
Check✓ POST EVENT NOTES and REMINDERS				
X		Post Event Final Report (damages, clean up, etc)	PARKS	
X		Process and Release Deposit (minus billable expenses /damage)	PARKS	January 31, 2017
If applicable		Annual Events Must Immediately Submit Application/ Request for Future Year.	Citywide ACE Application	January 31, 2017
If applicable		\$1/ticket PER DAY submitted with ticket manifest (must be on ticket company or LESSEE letterhead)	Organizer check	January 31, 2017
If applicable		Resubmit street closure information for upcoming year. (6 month deadline by ordinance)	Organizer Point of Information	